

City of Wilmington

**EXTENDED**MICHAEL S. PURZYCKI
Mayor**EXTENDED****SENIOR ACCOUNTANT**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**SALARY GRADE:** **"R" - \$55,928 per year to \$ 66,757 per year**

MINIMUM QUALIFICATIONS: Bachelor's degree in Accounting or Business Administration with a concentration in Accounting with a minimum of five years of experience doing accounting work. Government accounting experience is preferred but not required.

REQUIREMENT(S): Must pass a criminal background investigation, pre-employment physical, and drug test.

NATURE OF WORK PERFORMED: Performs advanced accounting work involving a complex accounting system, and related work as required. The work of this class involves the application of accounting principles in maintaining the fiscal records in the Finance Department. Although work usually follows standardized procedures, employees in this position are expected to exercise independent judgment in dealing with technical and process issues that arise and recommends changes to improve accuracy and timeliness of current processes. Develops periodic financial statements and schedules for internal purposes, as well as external auditors. Could be involved with the training of new employees and consultants within the Accounts Division.

EXAMPLES OF WORK PERFORMED (Illustrative Only): Maintains general and subsidiary ledgers in a computerized environment. Prepares general vouchers to affect adjustments, transfers or corrections of account balances. Prepares reconciliations of fund balances. Maintains the City's automated accounting system and prepares and reviews daily input into City's system. Analyzes transactions and makes appropriate adjustments. Analyzes accounts and prepares periodic financial statements and schedules for independent auditors and internal purposes. Prepares and supervises the preparation of fiscal reports required by federal and state agencies. Drafts financial statements for external auditors. May supervise a group of clerical personnel engaged in recording accounting transactions and maintaining reconciling journals, ledgers, and other outputs from the automated system. Prepare schedules and analysis using users mainframe data bases and PC software. Performs all related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Must have advanced Microsoft Office skills, particularly EXCEL and WORD and be able to learn and utilize MUNIS and SAGE applications. Thorough knowledge of generally accepted accounting principles and financial accounting standards. Must have a strong accounting background and be able to apply such knowledge to a variety of transactions. Must be able to work under daily, weekly, and monthly deadlines. Must be able to take data and format it into a spreadsheet; ensure that all appropriate items are included, and that the data is reflected accurately. Must be able to prepare reports, conduct analysis and research, and make presentations. Must be able to maintain effective and professional working relationships with employees in all city departments, as well as consultants, contractors and vendors who conduct business with the City.

OPEN COMPETITIVE**VACANCY: DEPARTMENT OF FINANCE (ACCOUNTS DIVISION)****CITY RESIDENCY REQUIRED WITHIN SIX MONTHS OF EMPLOYMENT****APPLICANTS MUST APPLY NO LATER THAN CLOSE OF BUSINESS (4:30 P.M.): APRIL 27, 2017****APPLY: CITY OF WILMINGTON – DEPARTMENT OF HUMAN RESOURCES**

City/County Building, 800 French Street

Wilmington, Delaware 19801 - Telephone: (302) 576-2460

www.WilmingtonDE.gov

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